

The following is an amendment to the Planning Board's **Rules of Procedure** that creates guidelines for reviewing Zoning Ordinance amendments submitted to the Planning Board. It is intended to improve communication channels between the Planning Board and all Town Boards and Committees, as well as with the residents of Hopkinton.

XIII. Planning Board **Guidelines for the Review of Zoning Ordinance Amendments** (Adopted: 7/11/2023)

A) Submission of Proposed Amendments

- i. Proposed Amendments are to be submitted to the Planning Board no later than the first business day in September.
- ii. Proposals are to be submitted in draft form with the corresponding ordinance redlined.
- iii. A written summary outlining the reasoning of the proposed ordinance changes should accompany the draft amendment.

B) Planning Board Process

- i. Upon receipt of a proposed amendment, the Planning Board administrator will distribute the submission to Planning Board Members, who will subsequently meet on the first Public Hearing in September to discuss the components and merit of the submission. It is encouraged that the author or representative of the amendment attend this meeting to present to the Board its recommendations.
- ii. The Planning Board shall, upon receipt of a proposed amendment draft, send via email a copy of the draft along with a copy of the written summary submission by the originating party to the chair of the Select Board, Town Boards, and Town Committees for distribution to their respective members.
- iii. The proposed amendment drafts will be posted along with the agenda for the September Public Meeting (this is not a hearing on the proposed amendment but posted at this juncture for information purposes).
- iv. Public Hearing on any proposed amendment will be held in October, with the second and third hearings scheduled for November and December.
- v. All material changes to proposed amendments will be distributed to the parties identified above in ii. prior to the October Public Hearing. Town representatives and the public are encouraged to attend the public hearings.